

**Workforce Planning Task Force
Meeting Minutes
February 15, 2012
10:00 AM-1:00 PM**

Members Present: Janet Kelly, Department of Administration; Tim Burton, Department of Justice; Dick Clark, Department of Administration; Mike Cooney, Department of Labor and Industry; Lesa Evers, Office of Indian Affairs; Mike Ferriter, Department of Corrections; Arlynn Fishbaugh, Montana Arts Council; Tom Livers, Department of Environmental Quality; Tim Reardon, Department of Transportation; Amy Sassano, Office of Budget and Program Planning; Dore Schwinden, Department of Commerce; Jane Smile, Department of Public Health and Human Services

Members Absent: Alan Peura, Department of Revenue; Madalyn Quinlan, Office of Public Instruction;

Guests: Tom Antonick, Chris Bacon, Joy Conquergood, James Fehr, Kathleen Field, Donna Hansen, Ken McElroy, Jane McKinney, Brent Rabe, Marty Roos, Deb Sloat, Barb Wagner

Department of Administration Staff Present: Helen Betts, Lisa Coligan, Peggy MacEwen, Rende Mackay; John Moore, Gary Phillips, Bonnie Shoemaker, Paula Stoll

Facilitator: John Moore

Minutes: Helen Betts

Welcome: Janet Kelly called the meeting to order at 10:00 a.m., and welcomed members and guests. She stated the action items for today's meeting.

Introductions: Advisory Council members and guests introduced themselves.

Meeting Purpose: John announced the purpose of this meeting and stated the ground rules for the meeting.

Approval of Minutes: As moved by Mike Ferriter, and seconded by Dore Schwinden, the Advisory Council approved the meeting minutes from October 19, 2011.

Appointment of HR Work Group: Paula talked about the Governor's decision to form the Advisory Council on Workforce Development and Planning. The council replaces the Workforce Planning Task Force and will continue the work of the task force with the same agenda and work plan.

She then introduced the seven-member HR Work Group chosen by Janet Kelly to provide support to the advisory council. She reviewed the roles of the group by providing fact-based options and recommendations to workforce problems identified by the council. This group will meet monthly, or on an as-needed basis, to meet the needs of the advisory council. Chris Christensen was selected as the facilitator and Gary Phillips as the State Human Resources representative.

Recommendations for Improving 2012 Market Analysis Process: Barb Wagner, Department of Labor & Industry, Research and Analysis Bureau, presented a review of the market analysis process used to determine the market rates for state jobs and recommendations for improvement.

The council approved the recommendation made by Barb Wagner for calculating the slope using the 25-75 percentiles. State HR will make that change when calculating the 2012 markets.

Public comments: Marty Roos, Brent Rabe, and others commented on the recommendations.

Meeting Wrap-Up: John Moore summarized the results of the meeting and asked for comments.

Closing: Janet Kelly closed the meeting by thanking everyone for attending. The meeting adjourned at 1:02 p.m.

The next meeting of the Advisory Council will be March 21, from 10:00 a.m. to 1:00 p.m. in Conference Room 111 of the Department Environmental Quality, 1520 East Sixth Avenue, Helena, Montana.